



PARLIAMENT OF THE REPUBLIC OF FIJI



JOB TITLE: PARLIAMENT SENIOR LEGAL OFFICER

CORPORATE INFORMATION

1. Position Level: Band I
2. Salary Range: \$43,296.63 - \$55,508.50
3. Duty Station: Office of the Speaker of Parliament
4. Reporting Responsibilities:
 - a) **Reports to:** Secretary-General to Parliament
 - b) **Liases with:**
 - Internal** – Office of the Speaker of Parliament, Secretary-General to Parliament, Deputy Secretary-General to Parliament, Parliament Secretariat Staff, Members of Parliament, and Political Parties Caucus Officials
 - External** – Government Agencies, Public Enterprises, Statutory Bodies, Private Sectors, CSOs, NGOs, Academics and Public.
 - c) **Subordinates:** None

POSITION PURPOSE

The Senior Legal Officer reports to the Secretary-General to Parliament and works closely with the Speaker of Parliament. The incumbent will provide legal, policy, procedural and research advice/briefs on the work of the Parliament, the Standing Orders, and the Parliamentary Committees (Standing, Select and Special Committees), prepare speeches, including undertaking any other duties assigned by the Hon Speaker.

KEY RESPONSIBILITIES

1. Provide high-level legal, policy and procedural advice to the Speaker and the Secretary-General to Parliament that is timely, relevant, and accurate and ensures the integrity and effectiveness of Parliament.
2. Ensure the timely preparation and provision of well-founded and accurate legal advice or research briefs/papers on matters to be dealt with under the instructions from the Speaker of Parliament and Secretary-General to Parliament.
3. Facilitate briefing meetings with the Speaker of Parliament and Secretary-General to Parliament, regarding legal advice provided.
4. Ensure timely provision of support (legal and procedural) to the Senior Committee Clerk in response to requests from Standing or Select Committees.
5. Coordinate the continuous review and evaluation of procedural matters regarding Standing Committees and identify solutions to achieve operational efficiency.
6. Actively participate in internal committees that contribute to the organisational development.
7. Participate in training, awareness sessions and other skills development initiatives and contribute to knowledge sharing and building.

8. Ensure to build productive relationships, sustaining networks with key people internally and externally to share and build information for the purposes of improving policies, processes and organisation outputs.

PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Timely and accurate provision of procedural and legal advice to the Speaker of Parliament and the Secretary-General to Parliament.
2. Efficient provision of assistance in legal matters to the Management Team and reviewing of Parliament-related legal documents.
3. Timely and accurate provision of procedural and legal advice and support to the Committee Secretariat and the Parliament Standing and Select Committees.
4. Significant contribution to knowledge-sharing and knowledge building initiatives for the organisational development.

PERSON SPECIFICATION

Essential Qualification:

A Bachelor of Law degree from a recognised university with a valid legal Practitioner's Certificate to practice in Fiji; and with more than 5 years' experience as a legal officer or an equivalent level.

The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

KNOWLEDGE AND EXPERIENCE

1. Proven legal research skills and experience with five or more years of experience in the areas of legal research, legal practice, or policy.
2. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.
3. Demonstrate experience of working at different levels of the organisation and in a cross-cultural environment.
4. Proven experience to write clear and concise documents, clearly articulating complex ideas and concepts and communicating with influence.
5. Excellent communication and oral presentation skills and an equal command of the English language.

SKILLS AND ABILITIES

1. Proven analytical and conceptual skills in policy development and implementation within a government, academic or related framework.
2. A professional attitude, awareness of the confidentiality requirements of Parliament and demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment.
3. Ability to perform one's duties to achieve the Parliament's short, medium and long-term goals.
4. Demonstrated ability to manage a demanding workload and tight deadlines personally and through effective team leadership to achieve results.
5. Excellent written and verbal communication skills including public relations skills.
6. Service-oriented approach, with a commitment to supporting the operational/corporate environment of the organisation.
7. The ability to utilise computer programmes to produce high-quality documents.

PERSONAL CHARACTER AND POLITICAL NEUTRALITY

The Parliament of Fiji operates in a politically sensitive environment. Any person who is, and is seen to be active in political affairs and intends to publicly carry on this activity, may compromise the strict political neutrality of the Parliament of Fiji and cannot be considered for employment.

All applicants for employment in the Parliament of Fiji must be under the age of 60, in sound health, with a clear police record. The successful applicant will be required to provide a police clearance report and medical certificate.

The Parliament of Fiji is an Equal Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. Only the specific knowledge, experience, skills and abilities required for the job will be considered in assessing the relative suitability of applicants.